



GOVERNMENT OF RAJASTHAN
LOCAL SELF GOVERNMENT DEPARTMENT



STANDARD OPERATING PROCEDURE
SEWER CONNECTION

Mandatory document checklist for online application

1. Aadhar No.
2. ID proof issued by Government
3. Water connection No. (if applicable)
4. Document related to property.

Apply Online

1. Applicant Login to SSO Portal for online application submission.
2. From the list of application, applicant selects LSG online services.
3. Select SEWER CONNECTION.
4. Applicant lands on Applicant Dashboard and clicks the new application submission button.
5. Application form is displayed on screen
6. Applicant selects the Local Body. And fill mandatory details- applicant details, applicant address, connection details and connection address.
7. On the next screen upload documents.

LIST OF DOCUMENTS TO BE UPLOADED:

Mandatory List of Documents

1. ID proof
2. Document related to property.
8. Applicant has to upload mandatory documents. and save and submit.
9. Intimation by Email and Message on the registered Mobile no. and Email i.d. of Applicant for successful submission Application is sent.
10. After approval from the authority the applicant have options for payment of fees
11. Applicant is re-directed to Payment Gateway for making the Online Payment of Requisite Fee.
12. Intimation by Email and Message on the registered Mobile no. and Email i.d. of Applicant for successful payment of Application Fees.
13. Applicant can download the sewer connection certificate online then.

14. Application is added to the Applicant's Dashboard for Real – Time Status tracking.
15. No Physical touch point for Document Submission, Verification and Payment is required.

Department process

1. After successful submission of the application by the applicant the application lend to the department to XEN / commissioner/ Executive officer. XEN / commissioner/ Executive officer than forward the application to the DA. The dealing assistant check application and uploaded documents, if found ok he have the option to forward the application to JEN for site inspection. If not found ok than he/she can object and revert the application to the applicant for review and resubmitting.
2. The application lends to the dashboard of the JEN for inspection.
3. The inspection is done by the inspecting authority and he/she have option to upload the inspection report and forwarded accountant for fees submission.
4. The auto calculated fees is generated and application is forwarded to the applicant for fees payment.
5. Applicant is re-directed to Payment Gateway for making the Online Payment of Requisite Fee.
6. After successful submission of fees online. The applicant lends with AEN for issuance of the certificate.
7. Applicant can download the sewer connection certificate online then.